

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 90-160**

**MAXWELL AIR FORCE BASE
Supplement**

24 JULY 2024

Special Management

**PUBLICATIONS AND FORMS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-Publishing.af.mil for downloading or ordering.

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This supplement extends guidance contained in DAFI 90-160. It defines the Publications and Forms Management program at Maxwell AFB and Gunter Annex. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. Submit requests for waivers to guidance in this supplement to the OPR through your chain of command. The 42 CS/CC is the approval authority for waiver requests to this supplement. Subordinate units may issue implementing publications to this supplement; route draft publications through the OPR prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) located within the Air Force Records Information Management System (AFRIMS). This supplement applies to Air University (AU), 42d Air Base Wing (42 ABW), and Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) organizations and those with a contractual obligation to abide by the terms of DAF issuances supporting AU, the 42 ABW, and the Holm Center, except where noted otherwise. This supplement does not apply to the AFRC or ANG. Compliance with attachments is mandatory. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This rewrite addresses inherently governmental functions as well as other processes outlined in the parent instruction.

1.1. **Overview.** This supplement establishes guidance and procedures for publications and forms management specific to AU, the 42 ABW, and the Holm Center. Tenant organizations must comply with guidance and procedures as established by their parent organization.

1.4.3. Official Holm Center, Air Force Reserve Officer Training Corps (AFROTC), Air Force Junior Reserve Officer Training Corps (AFJROTC), and Officer Training School (OTS) publications and forms are posted on the Maxwell Publications and Forms Management Office AF Portal page. Due to their unique circumstances, Holm Center/JR (Air Force Junior ROTC) may maintain separate repositories for their publications and forms; these products must match the versions posted on the Maxwell Publications and Form Management Office AF Portal page. Remaining units and centers post their publications and forms on locations accessible by appropriate personnel.

1.9. **Inherently Governmental Functions.** Commanders/Directors will appoint in writing a DAF military or civilian employee to make decisions pertaining to inherently governmental functions performed by contractors.

2.7.1.2. Tenant organizations will use their higher headquarters PFM.

2.7.2.2. See [paragraph 1.9](#).

2.7.4. The appointed contractor PFM will conduct reviews of draft AU- and base-level publications and forms and provide recommendations to the 42 CS Contracting Officer Representative who will provide the appropriate coordination. The appointed Base Freedom of Information Act/Privacy (FOIA/PA) Manager and Base Records Manager will provide coordination for AU- and base-level publications and forms. All other units will obtain CIO coordination from their assigned Records Management/FOIA/PA monitors.

2.8.2. AOs will provide a comment resolution matrix for coordinators to document comments. (see DAFMAN 90-161 for additional information on the comment resolution matrix). Contact the Maxwell Publications and Forms Management Office for a blank comment resolution matrix.

RYAN E. RICHARDSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

Abbreviations and Acronyms

ABW—Air Base Wing

AU—Air University

CIO—Chief Information Officer

CS—Communications Squadron

FOIA/PA—Freedom of Information Act/Privacy Act

HOLM CENTER—Jeanne M. Holm Center for Officer Accessions and Citizen Development

Office Symbols

42CS/CC—42d Communications Squadron Commander